

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SW 6200.7

SOUTHWEST REGION

5/12/97

SUBJ: REGIONAL TEST EQUIPMENT PROGRAM

1. PURPOSE. This order defines the organizational responsibilities and general procedures required for effective management and control of the Southwest Region Test Equipment Program. This order has been developed as a “stand alone” document which consolidates essential test equipment program guidance into one directive, including lengthy appendices listing test equipment that should and should not be at field facilities.

2. DISTRIBUTION. This order is distributed to the branch level in the Airway Facilities Division and to all Airway Facilities field offices.

3. CANCELLATION. The following Orders are canceled:

- a. SW 6200.1D, Regional Office Electronic/Electrical Test Equipment Pool, dated 11/20/90;
- b. SW 1110.25, Test Equipment Review Board, dated 7/1/85;
- c. SW 6000.14B, Management of Test, Operating, and Working Equipment Program, dated 8/27/81.

4. BACKGROUND. Based on operation and maintenance concepts of the 90's, the National Airspace System is constantly changing. New systems, with the latest technology for remote maintenance monitoring, control, and certification, have increased productivity and reduced maintenance costs. Test equipment plays an integral role in the maintenance and certification of the National Airspace System.

5. REGIONAL TEST EQUIPMENT PROGRAM OBJECTIVES.

- a. **Ensure that test equipment is capable of making required measurements** and is available to meet the maintenance requirements of the National Airspace System.
- b. **Ensure that test equipment is provided in the proper quantity** within each SMO for maintenance requirements.
- c. **Ensure that test equipment is calibrated according to regional and national requirements**, with traceability to national standards.

6. DEFINITIONS. The terms defined in this order apply specifically to this directive. They are defined here to clarify the text and to resolve differences or conflicts in usage by different organizational elements.

a. Limited Calibration. Calibration of an item of test, specifically excluding ranges and/or functions of the instrument from the calibration process. Limited calibration of test equipment shall be limited to items specified by the Regional Test Equipment Program Manager, as directed by the latest version of Order 6200.4, Test Equipment Management Handbook.

b. Local Repair. The acquisition of equipment repair directly from commercial or Government-owned sources in the vicinity (normal commuting area) of the System Management Office (SMO).

c. Calibration Records. Calibration records are documents which contain detailed information on practices and procedures used to calibrate items of test equipment, the calibration standards used, and other information required to ensure traceability to the National Institute of Standards and Technology.

d. Acronyms. (See Appendix 7.)

7. SCOPE. This order defines organizational responsibilities for implementation of the regional test equipment program and provides guidelines and procedures for:

a. Establishing requirements for test equipment at various facilities.

b. Acquisition of test equipment.

c. Calibration of test equipment using U.S. Army interagency support agreement.

d. Repairing and replacing test equipment.

e. Obsolete Test Equipment List/Replacement. (See Appendix 4. Obsolete/Unsupportable Test Equipment).

8. TEST EQUIPMENT PROGRAM RESPONSIBILITIES.

a. Airway Facilities Division. The Airway Facilities Division is responsible for the management and direction of the regional test equipment program. Overall duties and responsibilities are listed in the latest edition of Order 6200.4, Test Equipment Management Handbook. The Regional AF Division shall select a Regional Test Equipment Program Manager (RTEPM) who will have direct Responsibility for the regional test equipment program. Through the RTEPM, the regional AF Division shall assume the responsibilities and take actions as outlined in Appendix # 1 Airway Facilities Division (AFD) Level Program Responsibilities.

b. System Management Office (SMO). The SMO is responsible for the management and direction of the regional test equipment program at the field level. The SMO manager shall select a Test Equipment Coordinator (TEC) who will have direct responsibility for the SMO test equipment program. This individual will carry out the duties and responsibilities as outlined in Appendix 2 System Management Office (SMO) Level Program Responsibilities.

9. PROCEDURES. Procedures for management of the Test Equipment Program at the regional level are typically reflected in appendices to this order. In limited cases such as the acquisition of test equipment, procedures are shown in both the order and the appendices. In this case, regional procedures for acquisition of test equipment are spelled out in paragraph 10 and national direction is shown in Appendix 6.

- a. Test Equipment Requirement List for Facilities. (See Appendix 3)

NOTE 1. THESE LISTS HAVE BEEN PRINTED BY INDIVIDUAL FACILITY WHICH IS DESIGNED TO ALLOW REPRODUCTION AND POSTING AT THE SPECIFIC FACILITY SITE.

NOTE 2. THE "REQUIREMENT LIST" IS NOT TO BE USED TO PERMIT DUPLICATION OF TEST EQUIPMENT AT CO-LOCATED FACILITIES.

- b. Obsolete Test Equipment List/Replacement. (See Appendix 4)
- c. Regional Office Electronic/Electrical Test Equipment Pool. (See Appendix 5)
- d. Test Equipment Acquisition. (See Appendix 6)

10. TEST EQUIPMENT ACQUISITION. (See also Appendix 6). Although the Operations Branch, ASW-470, has prime program responsibility for test equipment within the region, the acquisition phase requires close coordination with the field. When a requirement for test equipment is identified, the SMO test equipment coordinator shall prepare a memorandum and forward to ASW-470. As a minimum, this memorandum must contain the following:

- a. Shipping address
- b. Supply support code.
- c. Facility identification and type, where the test equipment will be assigned.
- d. Model number.
- e. Manufacturer.
- f. Cost of test equipment being requested.
- g. Date required.
- h. Number of facilities which will use the new test equipment.
- i. Whether the test equipment will be used for facility certification.
- j. An estimate of the man-hours that could be saved if the test equipment were available.

- k. An estimate of how often the test equipment will be used (i.e., quarterly, semi-annually).
- l. List of existing test equipment which will be replaced by the new test equipment.
- m. Complete description of the impact this test equipment will have on facility performance.
- n. Complete description of what will happen if this test equipment is not supplied.
- o. Date of request.
- p. Signature of SMO manager, or his/her designee.

11. CALIBRATION. All test equipment used to maintain, adjust, or certify National Airspace System equipment must be calibrated. Calibration of test equipment shall be in accordance with the latest edition of Order 6200.4, Test Equipment Management Handbook. The following are minimum requirements of the calibration program.

a. Calibration Requirements.

(1) Ensure that all test equipment that requires calibration is calibrated within the appropriate specified interval. Calibration requirements and specified intervals are identified in an Appendix to Order 6200.4 Test Equipment Management Handbook. Ensure that the calibration records as defined in this national order under “Calibration Records” are maintained within each System Maintenance Office (SMO). Update the National Test Equipment Database (NTEDB) with calibration data.

(2) Test equipment that has been repaired must be re-calibrated before use.

(3) New and replacement test equipment received through normal channels shall not be considered calibrated, unless it has a property affixed calibration label indicating that the calibration is still valid.

(4) Portable calibration standards shall be calibrated every 6 months.

b. Calibration Records.

(1) Calibration records support traceability to the National Institute of Standards and Technology.

(2) Calibration records shall contain:

(a) Reference to the calibration procedure used to perform the test equipment calibration.

(b) A list of all test equipment standards used to perform the calibration. The manufacturer, model number, serial number and calibration due date shall be noted for each item of calibrated test equipment.

(3) Hard copy originals of the calibration records shall be retained at the associated SSC. Copies shall be retained at the SMO.

(4) Calibration records on test equipment shall be retained for a period of at least three (3), but not more than four (4), calibration cycles.

c. Calibration Services. Calibration services may be obtained from the U.S.Army, through national contract and/or interagency agreement.

12. EXCHANGE AND REPAIR (E&R). Availability of test equipment is vital to the ongoing maintenance of the National Airspace System. The following procedures shall be used when requesting E&R actions on test equipment items.

a. Requisition of new or replacement test equipment in accordance with the latest edition of Order 4250.9, Field Inventory Management and Replenishment Handbook.

b. All requests for E&R transactions, involving unlike items, shall be coordinated through the Regional Test Equipment Program Manager.

c. In the course of an E&R transaction, the FAA Logistics Center (FAALC) may issue a new instrument as a substitute for the test equipment being E&R'd. In all E & R transactions the Logistics Center should provide calibrated test equipment.

13. ITEMS LOST, STOLEN, OR DESTROYED. Requisitioning for replacement of test equipment items which are lost, stolen, or destroyed shall be in accordance with the latest edition of Order 4250.9, Field Material Management and Control Handbook, and Order 4630.3, Survey of Lost, Damaged, or Destroyed Government Personal Property.

14. ITEMS UNECONOMICAL TO REPAIR. Ordinarily, this determination is made at the FAA Logistics Center during the repair process. The facility shall request replacement of an FAA Logistics Center-supported item through a normal E&R transaction.

15. ITEMS CONSIDERED INADEQUATE OR OBSOLETE. Test equipment which will not provide the necessary accuracy, sensitivity, stability, or other measurement capabilities for performing required checks as outlined in agency directives, shall be reported to the Airway Facilities Division via memorandum. The division will determine and take appropriate action regarding replacement. Replacement of older generation test equipment by new test equipment will be supported solely on a technical, or cost effectiveness basis.

16. DISPOSAL OF SURPLUS AND E&R ITEMS NOT REQUIRING RETURN TO THE LOGISTICS CENTER.

a. Surplus test equipment, and test equipment the FAA Logistics Center elects not to have returned through an E&R transaction shall be disposed of locally in accordance with the latest edition of Order 4800.2, Utilization and Disposal of Excess and Surplus Personal Property.

b. Report new, replaced, transferred, or excessed items of test equipment in accordance with the latest edition of Order 4650.7, Management of NAS F&E Project Materiel (when F&E funded), or Order 4650.21B, Management and Control of In-Use Personal Property (when operations funded).

17. SHIPPING DISCREPANT ASSETS TO THE FAALC. Ensure that the deadline for shipping discrepant assets to the FAALC for E&R exchange is adhered to in accordance with Order 4250.9, Field Material Management and Control Handbook.

18. LISTING OF APPENDICES.

	Title
APPENDIX 1.	AIRWAY FACILITIES DIVISION (AFD) LEVEL PROGRAM RESPONSIBILITIES (2 pages)
APPENDIX 2.	SYSTEM MANAGEMENT OFFICE (SMO) LEVEL PROGRAM RESPONSIBILITIES (2 pages)
APPENDIX 3.	TEST EQUIPMENT REQUIREMENT LIST FOR FACILITIES (64 pages)
APPENDIX 4.	OBSOLETE/UNSUPPORTABLE TEST EQUIPMENT (65 pages)
APPENDIX 5.	REGIONAL OFFICE TEST EQUIPMENT LOAN POOL (1 page)
APPENDIX 6.	TEST EQUIPMENT ACQUISITION (1 page)
APPENDIX 7.	ACRONYMS (2 pages)

Marcos Costilla
Manager, Airway Facilities Division